

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: Kimball & Associates  
 Region/Locality: Tri-Cities  
 Period: 9-28-02 to 10-25-02

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
PSAP Planning		65%	146.75	24.25	See attached comment sheet for all tasks
PSAP Assessments		92%	147	7	
Funding Request/True Up Assistance		75%	103	2	
LEC/WSP Liasion		40%	120.2	21.2	
Installation Oversight		20%	2.75	0	
Cut-Over Assistance		20%	21	10	
System Implementation		25%	79.75	23.25	
Mapping/GIS Assistance		25%	43.75	31.5	
Project Reporting		60%	171.5	32.25	
Training		15%	25	25	
Acceptance Testing		35%	113.1	113.1	
			973.8	289.55	
Completed Tasks					
			0	0	

Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments
See attached sheet		

**TRI-CITIES REGION  
L. ROBERT KIMBALL & ASSOCIATES  
OCTOBER 2002 MONTHLY ACTIVITY REPORT**

**Comments For Specific Activities**

- **PSAP Planning**
  - Worked with Charles City County to develop specifications for new voice logging recorder system, assisted the County in obtaining quotes for equipment, assisted in the issuance of purchase order for new equipment. Purchase order is currently with vendor, will have a firm delivery date early November
  - Prepared final draft of New Kent and Charles City PSAP Plans
- **PSAP Assessments**
  - Updated initial assessments in data base
- **Funding/True-Up Assistance**
  - Made sure that all FY04 submissions were sent to the Board on time
  - Wrote letter to Board for corrections to New Kent County True-Up
- **LEC/WSP Liaison**
  - Began holding regular conference calls with WSP's and LEC to review status and issues of Phase I Implementation (minutes of these calls are included)
  - Continued the process to coordinate Phase I testing between the PSAP's and the WSP's
  - Delivered standardized testing guidelines to the WSP's and the PSAP's to ensure that delivery of information to PSAP's is consistent
  - Worked with equipment vendors and WSP's to resolve issues on display of information
- **System Implementation/Cut-Over Assistance**
  - Worked with all PSAP's to ensure that CPE was ready to receive Phase I information from the LEC
  - Updated individual assessment/status reports for each PSAP
  - Held monthly status meeting
- **Project Reporting**
  - Prepared and distributed minutes from regional status meeting (copy attached)
  - Collected information and prepared monthly status report for Board
  - Coordinated posting of information on "Buzz-Saw" information web-site for all PSAP's
- **Mapping/GIS Assistance**
  - Worked with PSAP's to confirm call-routing, cell site locations, and relay confirmation to WSP's and their third-party contractors
  - Began work with PSAP's to produce a master site map for each PSAP showing location of all cell sites on a wall map that can be used to assist dispatchers in assigning calls

- **Training**
  - Began working with Prince George Co to develop a standardized training package that will provide training for dispatchers/calltakers on what the wireless E-911 screen tells them
  - Delivered draft of training package to Prince George Co for review and comment
  - Incorporated comments, started finalizing the training package
  - This package will be used region wide, could possibly also be used in all PSAP's in the state
- **Acceptance Testing**
  - Developed standard test plan for WSP's
  - Distributed the test plan to WSP's for comment
  - Began monitoring testing at PSAP's to ensure information from WSP's was being passed along correctly. Copies of testing results are included in this package.

## **Issues**

- Working to resolve an identified issue with the Motorola Centerlink CPE. See the notes from the Motorola conference call in this package. PSAP's are concerned that the CPE's inability to handle CAS and NCAS may create a liability problem for them. Kimball is currently making progress with Motorola in resolving this problem.
- Related to this issue, Motorola has a concern that there is no mandated standard by the State as to what format ANI information is delivered to the PSAP, which creates a problem for the Centerlink Classic CPE. This is not an issue with the Centerlink 2000 CPE. While they acknowledge that the Verizon ANI format has been endorsed by the State, there is no requirement for WSP's to use it. This issue may require a good number of PSAP's to have to replace the Centerlink CPE's in the very near future, which could put a significant strain on available funds. If the format was standardized and mandated, these CPE units may gain several years of service before they have to be replaced.